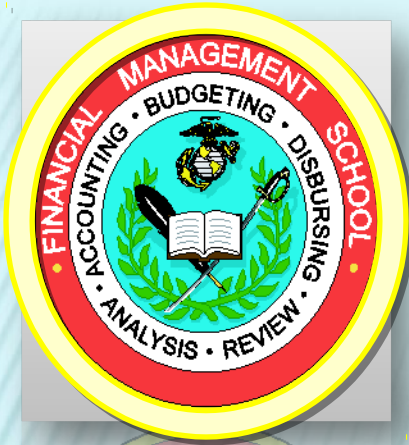




PROCESS PAYMENTS & SEPARATIONS



RAPTRS

REGULAR PAYROLLS

CENTRALIZED

- Regular payments are defined as those that are paid on a regular scheduled payday.
- The mid-month payday (15th) will be monies from the 1st-15th of the month.
- The end-of-the month payday will be monies from the 16th-30th or 31st of the month.
- There are two sources for payments

REGULAR PAYROLLS

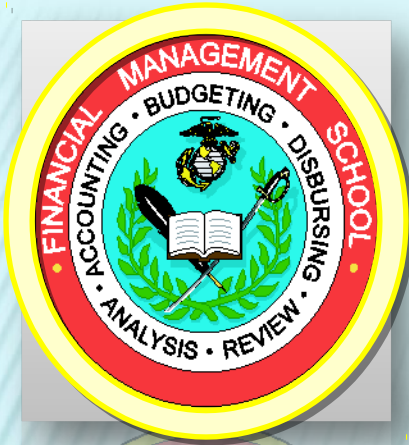
CENTRALIZED

- *Defense Finance and Accounting Service- (DFAS-CL), Cleveland, OH.*
- Regular Payments (payday payments)
- All pay accounts with Centralized Pay Option Election Code (POE Code)- ex: 12011

REGULAR PAYROLLS

DECENTRALIZED

- Any Local Marine Corps Finance Office
- Payments source from other than DFAS – CL
- Any pay accounts with a Decentralized POE code
ex:11001
- Special Payments ex: Adv pay, Adv Bah, SRBs
etc.



SPECIAL PAYMENTS

SPECIAL PAYMENTS

Must be based.....

.....on computation for a specific number of days or a fixed amount specified by the Commanding Officer.

SPECIAL PAYMENTS

Limited to Marines when

- Advance pay and allowances authorized
- Bonafide emergency or hardship condition exists

SPECIAL PAYMENTS

Commanding Officer may

submit a NAVMC 11116 to the Finance Officer to direct a special payment for the following reasons:

- ✓ Reaccessions
- ✓ Aged events
- ✓ Cases of extreme hardship
- ✓ Direct Deposit has stopped due to ECC

SPECIAL PAYMENTS

Special Payments are

normally made:

- On other than regularly scheduled payrolls.
- On regularly scheduled paydays to adjust centrally computed payments.

SPECIAL PAYMENTS

- NAVMC 11116 is the only form used by the Commanding Officer to direct the Finance Officer to make a payment.
- A NAVMC 11116 is for pay adjustment/special payment for all Marines.

MISCELLANEOUS MILITARY PAY ORDER/SPECIAL PAYMENT AUTHORIZATION		
NAVMC 11116 (REV. 5-90) (EF) (Previous editions are obsolete and will not be used) SN: 0109-LF-065-3800		
NAME OF INDIVIDUAL (LAST, FIRST, MI) CARLSON K A	DATE 200*0517 SSN 029604723	RUC 31301 ECC 200*0423
TO DISBURSING OFFICER: <input type="checkbox"/> YOU ARE AUTHORIZED TO <input type="checkbox"/> DEBIT <input type="checkbox"/> CREDIT <input type="checkbox"/> ADJUST THE INDIVIDUALS MILITARY PAY ACCOUNT FOR TRANSACTIONS INDICATED <input checked="" type="checkbox"/> YOU ARE DIRECTED TO MAKE THE FOLLOWING SPECIAL PAYMENT BASED ON THE TRANSACTIONS INDICATED		
PAYMENTS (Requires Commanding Officer's Signature)		
TYPE: <input type="checkbox"/> PAYDAY ADJUSTMENT <input checked="" type="checkbox"/> SPECIAL PAYMENT PURPOSE: <input checked="" type="checkbox"/> SEVERE HARDSHIP <input type="checkbox"/> EVENTS AGED 60 DAYS OR MORE <input type="checkbox"/> MEMBER'S JUMP/MMS RECORD NOT IN CENTRAL SITE ACCESSION MESSAGE ATTACHED		
TYPED NAME/GRADE OF COMMANDING OFFICER I.M. COMMANDING	SIGNATURE OF COMMANDING OFFICER	DATE 200*0518
ADJUSTMENTS		
ADVANCE PAY PAY _____ MONTHS ADVANCE PAY INCIDENT TO PCS ORDERS. REPAYMENT _____ MONTHS		
ADVANCE PAY AND ALLOWANCES PAY _____ MONTHS ADVANCE AND ALLOWANCES FOR ASSIGNMENT TO A REMOTE LOCATION DEPLOYED ABOARD SHIP FOR MORE THAN 30 DAYS PURSUANT TO DODPM, PAR 40102.		
ADVANCE HOUSING ALLOWANCES PAY _____ MONTHS ADVANCE HOUSING ALLOWANCE. TO BE REPAYED IN _____ MONTHLY PAYMENTS. EFFECTIVE DATE _____		
UNIT DIARY NO. 119 DATED 200*0517 REPORTED REACCESS _____		
EFFECTIVE DATE 200*0424		
OTHER REENLISTED AT CAMP PENDLETON ON 200*0424 FOR 4 YEARS CPL OVER 6 YEARS OF SERVICE FEDERAL TAX S-01 STATE TAX S-01(DE) SGLI \$400,000 MBR DET CAMP PENDLETON ON 200*0424 AND REPORTED TO CAMP LEJ EUNE ON 200*0510 MBR IS SINGLE AND RESIDES IN THE BARRACKS SNM WAS ISSUED A MEAL CARD ON 200*0510 PAY ALL MONIES FROM 200*0501 TO 200*0515		
CERTIFYING OFFICER TYPED NAME, GRADE TITLE CWO3 I. M. PERSO, IPAC OIC	SIGNATURE OF COMMANDING OFFICER	DATE 200*0518

SPECIAL PAYMENTS

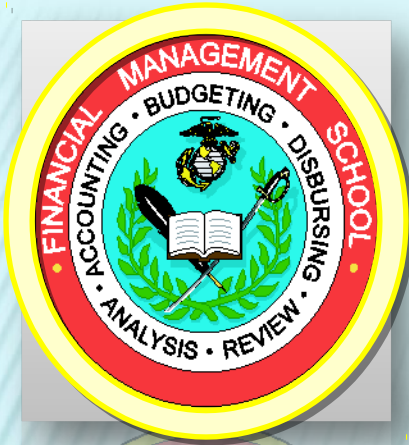
Payments Procedures

Either by

- Military Payroll Money List (MPL) *These Payrolls are also referred to in the field as a Daily Special Payroll*

-Or.....

- Disbursing Data Entry Worksheet (DDEW) *Also referred to as a TODE in the field*



PREPARE A MILITARY PAYROLL MONEY LIST

SPECIAL PAYMENTS

MPL block by block

1. Enter DSSN: 6187
2. Enter type code S-013 (enlisted) S-010 (officer)
3. Enter date to which pay was computed
(date on situation sheet)
4. Enter date paid (date will be the same as #3)
5. Enter payroll number
6. Enter page number (1 of 1)

SPECIAL PAYMENTS

MPL block by block

cont....

7. Enter SSN
8. Enter member Last name and first name.
9. Enter pay code
 - ✓ A-Advance pay
 - ✓ C-SRBP
 - ✓ I-LSL/Separation payment
 - ✓ P- Advance BAH
 - ✓ 2- Special Payment



REVIEW SPECIAL PAYMENTS

REVIEW SPECIAL PAYMENTS

Example DDEW/TODE

SSN			NAME					DSSN	RUC
TTC	SEQ	ACTION	DESCRIPTION						
504	001	CHEK	ADV PAY						
506	000	CRED	LSL - _____ DA REG _____ DA SAVED _____						
514	000	CHEK	CLO - \$ _____						
532	000	STOP	DEL CKG LIQ - \$ _____ / _____						
549	00__	STRT	LV BAL ADV _____						
550	00__	STRT	LV BAL DUE _____						
556	000	CRED	LV PRD _____ TO _____						
557	000	CHEK	LV PRD _____ TO _____						

SPECIAL PAYMENTS

DDEW/TODE block by block

- ✓ Enter the SSN
- ✓ Enter the LN, FN
- ✓ Enter the DSSN
- ✓ Enter the RUC
- ✓ Complete the applicable TTC/SEQ



ADVANCED PAYMENT

ADVANCE PAYMENT

Purpose of advance pay.....

.....is to meet the extraordinary expenses due to permanent change of station.



ADVANCE PAYMENT

A Member may be entitled

.....to Advance Pay upon receipt of PCS Orders.

- Transfer from old duty station to new duty station.
- Reenlistment after break in service.
- Commencement of Act. Duty by newly commissioned Officers.



ADVANCE PAYMENT

- Up to 3 months of basic pay.
- Repayment in 12 or 24 months.
- A specific amount may be requested
 - not exceed the amount authorized by regulation or Commanding Officer.



ADVANCE PAYMENT

Normal Parameters

- E-4 and above
- 1 month advance pay
- Repaid in 12 months or less
- Copy of PCS Orders
- Statement of Understanding signed by the Marine



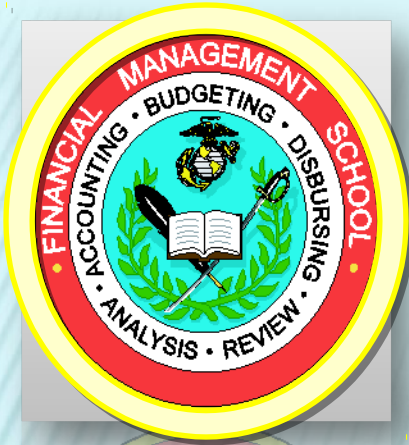
ADVANCE PAYMENT

Outside Normal.....

.....Parameters

- ✓ E-3 and Below
- ✓ Request for 2 or 3 months
- ✓ Request for repayment of 24 to 36 months
- ✓ Request 90 days prior to detachment
- ✓ Request 180 days after arrival





COMPUTE ADVANCE PAY

COMPUTE ADVANCE PAY

5 STEPS

✓ STEP #1

subtract

FITW

SITW

Medicare

SGLI

MGIB

Forfeitures

Social Security

Garnishments

Dental Plan

USN/MC Retirement Home

- *Refer to DODFMR for additional deductions*

COMPUTE ADVANCE PAY

5 STEPS cont....

✓ STEP #2

Multiply the amount computed in Step 1 by the number of months authorized._

✓ STEP #3.

Divide total from Step 2 by the number of months of repayment authorized by the NAVMC 11116

- *Drop the cents from your answer*

COMPUTE ADVANCE PAY

5 STEPS cont....

STEP #4.

Multiply the amount computed in Step 3 by the number of months of repayment authorized.

- *This is the amount of advance pay that the member will receive.*

COMPUTE ADVANCE PAY

5 STEPS cont....

STEP #5

- ✓ Take all the entitlements minus all the deductions.
- ✓ The amount computed in Step 3 **cannot exceed** the amount in Step 5.
- ✓ This will determine if the member can afford to repay the Advance Pay.

COMPUTE ADVANCE PAY

STEP 1 8198.40 (BP)

-1659.46(FITW,SS,MD,SGLI,DENTAL,GARN,ETC)

6538.94

STEP 2 x 2 (REFER TO QUAD)

3077.88

STEP 3 / 12 (REFER TO QUAD)

1089.88 (DROP CENTS)

STEP 4 x 12

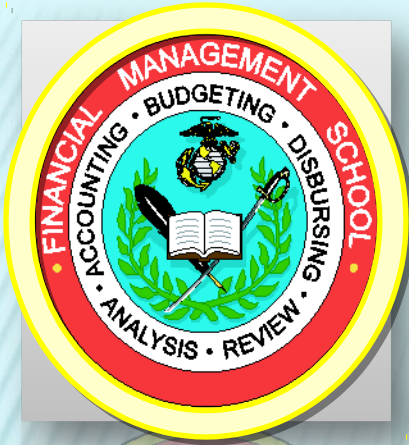
13068.00 PAY THIS AMOUNT

STEP 5 11112.44 (TOTAL ENTITLEMENTS)

-2859.46 (TOTAL DEDUCTIONS)

8252.98 (STEP 3 **CANNOT EXCEED** STEP

5)



REPAYMENT PROCEDURES

REPAYMENT PROCEDURES

Collection of Advance Pay

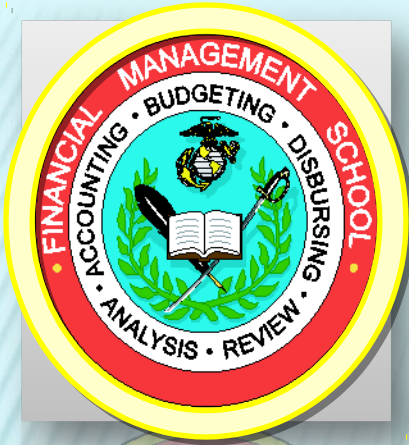
- Collection will commence on the first day of the month **following the month of payment**.
- If the member desires to repay the advance pay before the liquidation schedule, the balance **must be** paid in full.

REPAYMENT PROCEDURES

Collection of Advance Pay



- **FIRST TERM MARINES-** repayment schedule must be completed **three months** before the month of the Marine's ECC date.
- **CAREER MARINES-** repayment schedule must be completed **one month** prior to ECC.



METHOD OF PAYMENT

METHOD OF PAYMENT

Method of Payment

Normal payment process/direct deposit:

TTC/SEQ 504/001/CHEK/ADV PAY-
\$ 1 . (2) / 3 .

1. Dollar amount of the Advance Pay
2. # Months of repayment
3. Eight digit date of transaction

METHOD OF PAYMENT

DDEW/TODE Example

SSN :012345678			NAME: LUCKY, DUCK	DSSN: 8190	RUC 31301	
TTC	SER	ACTION	DESCRIPTION			
504	001	CHEK	ADV PAY \$ _9360_ (_12_) _20080618_			
506	000	CRED	LSL - _ _ _ _ DA REG _ _ _ _ DA SAVED _ _ _ _ _ _ _ _			
514	000	CHEK	CLO - \$ _ _ _ _ _ _ _ _ _ _			

MPL Example

1. DSSN	2. Pay Group	3. Date to Which Computed	4. Date of Payment	5. Payroll Number	6. Page Number
8190	S-010, S-013	200*0618	200*0618	099	1 of 1
7. SSN	8. Last Name & Initials	9. Amount Due	10. Amount Paid	11. Check Number or Signature	
	DAILY SPECIAL	\$	\$	X	
0 1 2 3 4 5 6 7 8	LUCK, DUCK	\$ A	\$ 1 1 9 0 0 0	X	
	12/200*0701	\$	\$	X	

PRACTICAL



APPLICATION



ADVANCE HOUSING ALLOWANCE

ADVANCE BAH

Advance BAH is.....

..... to pay for:

- ✓ advance rent
 - ✓ security deposits
 - ✓ and/or initial expenses incident
-
- *To occupy housing other than government housing.*

ADVANCE BAH

Advance BAH.....

- May be made at any time during a member's tour at their duty station.
- May request up to 3 months of Basic housing allowance (BAH)
- Repaid in 12 month installment
- Normally will not be disbursed more than 3 working days before the effective date of the lease/rental agreement.

ADVANCE BAH

Amount of Advance BAH

.....will be actual cost to move into the residence

Supported by copies of pertinent documents
available.

This amount **will not** exceed amount authorized by
the Marine's Commanding Officer.

ADVANCE BAH

RePayment of Advance

- Collection will begin on the first day of the month **after** payment of the advance has been made.
- **Repayment of advance is normally 12 months.**
- Unless authorized by the CO to postpone collection.

ADVANCE BAH

Computations

Step 1 933.33 (Rent prorate if applicable)
 +1750.00 (Security Deposit)
 + 00.00 (pet/utilities deposit)

2683.33

Step 2 1 mth BAH \$2148.00 x (# mths auth) 3 =

6444.00

ADVANCE BAH

Computations

If step 1 is less than step 2, then pay step 1(drop cents)

Step 3 Total Entitlement **2683.00**
12 (*mth payment*)

223.58 (*monthly installments*)

ADVANCE BAH

Types of Payment

Disbursing Diary (DDEW,TODE)

TTC/SEQ 597/003

CHEK/ADV BAH-\$ 1150.00 (12) / 0*0829 / 0*0901

1. Dollar amount of the advance
2. Two digit number of months of repayment
3. Eight digit date of payment
4. Eight digit date repayment begins

ADVANCE BAH

Types of Payment

Daily Special Payroll

PROGRAM NUMBER	1. D.O SYMBOL	2. MCFC USE ONLY	3. DATE TO WHICH COMPUTED	4. DATE OF PAYMENT	5. PAYROL L NUMBE	
7. IDENTIFICATION NUMBER	8. LAST NAME AND INITIALS	9. AMOUNT DUE	10. AMOUNT PAID	11. CHECK NUMBER OR SIGNATURE		
	DAILY SPECIAL					
009558855	White, CC	P		\$1150	00	
	12/ 200*0901					

ADVANCE BAH

DDEW/TODE

Example.....

SSN:012345678			NAME:LUCKY, DUCK	DSSN: 8190	RUC 31301
TTC	SEQ	ACTION	DESCRIPTION		
597	3	CHEK	ADV BAH \$ _____ 1190.00 __ (_ 12 _) / __ 200*0618 __ __ 200*0701 _____		

ADVANCE BAH

MPL

Example.....

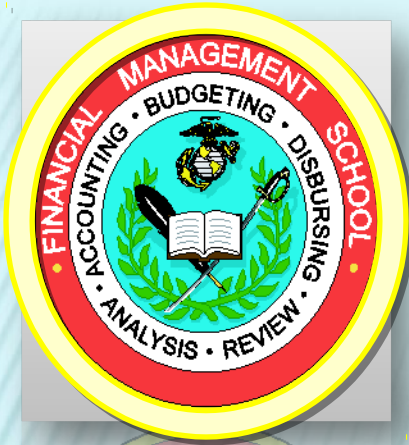
1. DSSN										2. Pay Group										3. Date to Which Computed										4. Date of Payment										5. Payroll Number										6. Page Number									
8190										S-010, S-013										200*0618										200*0618										099										1 of 1									
7. SSN										8. Last Name & Initials										9. Amount Due										10. Amount Paid										11. Check Number or Signature																			
										DAILY SPECIAL										\$										\$										X																			
0 1 2 3 4 5 6 7 8										LUCK, DUCK										\$										\$										1 1 9 0 0 0 X																			
										12/200*0701										\$										\$										X																			

1. DSSN										2. Pay Group					3. Date to Which Computed					4. Date of Payment					5. Payroll Number			6. Page Number								
8190										S-010, S-013					200*0618					200*0618					099			1 of 1								
7. SSN										8. Last Name & Initials					9. Amount Due					10. Amount Paid					11. Check Number or Signature											
										DAILY SPECIAL					\$					\$					X											
0 1 2 3 4 5 6 7 8										LUCK, DUCK					\$					P					\$					1 1 9 0 0 0 X						
										12/200*0701					\$					\$					X											

PRACTICAL



APPLICATION



SELECTIVE REENLISTMENT BONUS

SELECTIVE REENLISTMENT BONUS

SRB Eligibility requirements

- Qualified in the MOS
- Pay grade E-3 or higher
- Reenlist within 3 months after date of discharge for at least 4 years.
- MOS rates a bonus.

SELECTIVE REENLISTMENT BONUS

SRB Bonus Caps



90,000

Note: Certain MOS SRB Cap can change via the MARADMIN message

SELECTIVE REENLISTMENT BONUS

ZONE A

Completed **17 months** of active duty but not more than **6 years** on date of reenlistment



Reenlist or extend for a period of at least 4 years



Must not been previously paid a Zone A SRB

SELECTIVE REENLISTMENT BONUS

ZONE B

Completed **6 years** but no more than **10 years** of active duty on the date of reenlistment



Reenlist or voluntarily extend for a period of 4 years



Must not been previously paid a Zone B SRB

SELECTIVE REENLISTMENT BONUS

ZONE C

Completed at least **10 years** but no more than **14 years** of active duty on the date of reenlistment



Reenlist or voluntarily extend for a period
of 4 years



Must not been previously paid a
Zone C SRB

SELECTIVE REENLISTMENT BONUS

Substantiation Required

1. A certified copy of the SRB pre-computation screen
2. The original SRB eligibility checklist signed by both the member and the Commanding Officer.
3. A copy of the SRBP Statement of Understanding
4. NAVMC 11116

SELECTIVE REENLISTMENT BONUS

NAME: CHIARE, B.M. SSN: 297662023
ECC: 200*1118 EAS: 200*1118 BMOS: 0211 CUR LV BAL: 23.5
PEBD: 19960221 AFAED: 19960221 PMOS: 0211 CUR SV LV BAL: 0.0
RANK: E-6 ED: 20051101 1ST ADDL MOS: TOTAL LSL PAID:
0.0
EXT # MTHS EXEC DT EFF DTEXT # MTHS EXEC DT EFF DT
RENL YRS: 04 MOS: 00 ED: 200*1017 TOTAL ACTIVE SVC: _____
BONUS MOS: 0211 MULT: 0.000 ADDL OBLIG SVC: _____
ZONE: _____ TOTAL ENT: \$ _____ BASE PAY RATE AT ED: \$ _____

(XX) I ELECT PAYMENT OF UNUSED LEAVE.

() I ELECT TO CARRY MY UNUSED LEAVE INTO MY NEW TERM OF SERVICE.

() I ELECT TO CARRY _____ DAYS ADVANCED LEAVE INTO MY NEW TERM OF SERVICE AND TO HAVE MY MMPA CHECKED FOR _____ DAYS PAY AND ALLOWANCES CHARGES AS EXCESS LEAVE.

SIGNATURE OF MEMBER

200*0917

STATEMENT OF SERVICE

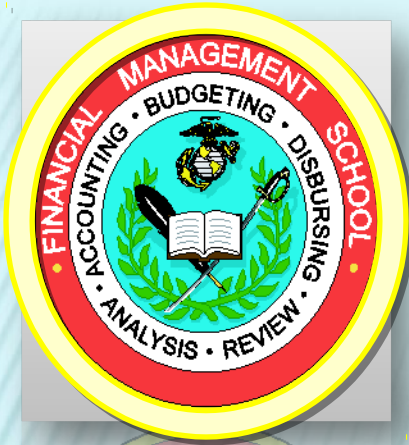
BRANCH OF SERVICE	FROM:	TO	DAYS LOST	ACT/INACT:
USMCR	19960525	19951113	ZERO	INACT
USMC	19951114	19991013	ZERO	ACT
USMC	19991014	20031015	ZERO	ACT
USMC	20031014	200*1016		

SPECIAL PAYMENT AUTHORIZED. (xx) YES () NO

I CERTIFY THAT THE LEAVE ACCOUNT AND DATA ELEMENTS USED TO COMPUTE THE SRB PAYMENT ARE CURRENT WITH THE RECORDS OF THE UNIT.

SIGNATURE OF CO
CERTIFYING OFFICER

200*0917
DATE



Compute Selective Reenlistment Bonus

COMPUTE SRB

Step by Step

Step 1: Determine the Zone

Date of Discharge

- Armed Forces Active Duty Base Date

Number of years served

Zone A - 17 months to 6 years Active Service

Zone B - 6 years to 10 years Active Service

Zone C - 10 years to 14 years Active Service

COMPUTE SRB

Step by Step

Step 2: Find the MOS Bonus Amount

Step 3: Determine the basic pay rate on date of reenlistment

Step 4: Determine the additional obligated service.

A. Subtract the **Discharge date** from the **original ECC date**

COMPUTE SRB

Example.....

20** 11 06	(Original ECC)
- 20** 08 02	(Discharge Date)
<hr/> 03 04	(Obligated Service)

3 yrs 11 mos 30 days	(Reenlistment for 4 yrs)
- 03 mos 04 days	(Obligated service)
<hr/> 3 yrs 08 mos 26 days	(Years and months to pay for SRB)

**Drop the days*

COMPUTE SRB

Fraction Breakdown

$$48 = 1.00000$$

$$41 = .85417$$

$$47 = .97917$$

$$40 = .83333$$

$$46 = .95833$$

$$39 = .81250$$

$$45 = .93750$$

$$38 = .79167$$

$$44 = .91667$$

$$37 = .77083$$

$$43 = .89583$$

$$36 = .75000$$

$$42 = .87500$$

COMPUTE SRB

SRB Taxes

Total SRB Bonus

- Federal tax is 25%

- State tax is the applicable flat rate %

= Total \$ amount due to Marine _

EXAMPLE

COMPUTE SRB

Step by Step

Step 1:

Compute member's years of service

	<u>Years of Service</u>		
	Years	Months	Date
Discharge Date:	2010	02	16
(-)AFADBD:	1997	03	11
Years of Service:	12	11	5

COMPUTE SRB

Step by Step

Step 2:

Compute member's Obligated Service

	<u>Obligated Service</u>		
	Years	Months	Days
Old ECC	2010	03	24
(+)Extension			
(=)Adjusted ECC			
(-)Effective Date of Discharge	2010	02	16
Obligated Service		1	08

COMPUTE SRB

Step by Step

Step 2: Compute Years Payable for bonus

	Years	Months	Days
Years & Months Reenlisted	4	02	30
(-) Obligated Service		1	08
Years Payable for Bonus	4	1	22 (drop days)
		Months Payable	
Convert to Amount of months not to exceed 48 months (drop the days)		49 = 48 (max)	

*Bonus amount x monthly fraction 43500.00 x 1.000 = 43500.00
(round down to the nearest dollar)*

COMPUTE SRB

SRB Calculator

Bonus Amount Calculator

STEP 1

43500.00

X

25

=

10875.00

Bonus Amount X 25 percent of Federal Tax = Taxed amount for Federal

STEP 2

43500.00

X

0

=

0

Bonus Amount X State Tax that is applicable = Taxed amount for State

43500.00

-

10875.00

=

***32625.00**

*Use the amount after taxes for the MPL

PROCEDURES FOR PAYMENT

Direct Deposit (DDEW)

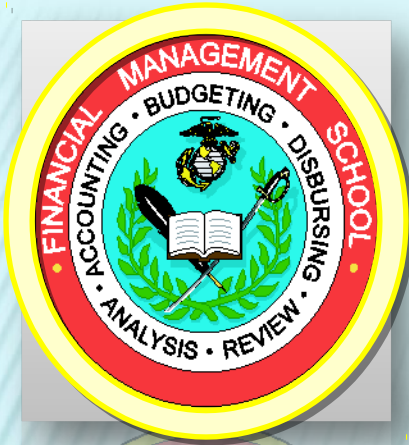
TTC/SEQ/ACTION/ DESCRIPTION

586/000/CRED/SRB (A) -\$58750.00 (1)/3043/ 200*0311_

PROCEDURES FOR PAYMENT

Daily Special Payroll

PROGRAM NUMBER	1. D.O SYMBOL	2. MCFC USE ONLY	3. DATE TO WHICH COMPUTED	4. DATE OF PAYMEN T	5. PAYROL L NUMBE R	
7. IDENTIFICATION NUMBER	8. LAST NAME AND INITIALS	9. AMOUNT DUE	10. AMOUNT PAID	11. CHECK NUMBER OR SIGNATURE		
	DAILY SPECIAL					
463583712	CHARETTE	C		\$ 31265.25		
	C- \$41687.00 (1) / 0211/ 200*1017					



LUMP SUM LEAVE

LUMPSUM LEAVE

LSL (General info)

General Knowledge

A member who is discharged under honorable conditions is entitled to payment of unused accrued leave unless the member continues on active duty under conditions that require accrued leave to be carried forward.

LUMPSUM LEAVE

Method of Payments

- NAVMC 11116 or original of the SRB pre-computation screen needed to make the payment
- Can only be paid 60 days during a career.
- May be paid when a member reenlist or on 1st extension



LUMPSUM LEAVE

Compute LSL

Step 1: Basic Pay Divided by 30 X # of days sold

Step 2: Amount in Step 1 minus Taxes – Fed &
State (Flat rate)

LUMPSUM LEAVE

Compute LSL

LSL Calculator	Bonus Amount Calculator					TOTAL
STEP 1	3336. 00	/ 30	111. 20	X	23.5	= 261 2 3. 0
	Base Pay / 30 X Number of days member is going to sell = LSL Amount					
STEP 2	2613.2 0	X	2 5	=	653.30	
	Bonus Amount X 25 percent for Federal Tax = Taxed amount for Federal					
STEP 3	2613.2 0	X	0	=	0	
	Bonus Amount X State Tax that is applicable = Taxed amount for State					
	2613.2 0	-	653.3 0	=	1959.9 0	FINAL AMOUNT AFTER TAXES
						1959. 90

LUMPSUM LEAVE

Daily Special Payroll

PROGRAM NUMBER	1. D.O SYMBOL	2. MCFC USE ONLY	3. DATE TO WHICH COMPUTED	4. DATE OF PAYMENT	5. PAYROL L NUMBE R	
7. IDENTIFICATION NUMBER	8. LAST NAME AND INITIALS	9. AMOUNT DUE	10. AMOUNT PAID	11. CHECK NUMBER OR SIGNATURE		
	DAILY SPECIAL					
463583712	Charette,	I		\$ 1895.00		
	23.5/00.0/200*1016					

LUMPSUM LEAVE

DDEW/TODE

TTC/SEQ/ACTION/ DESCRIPTION

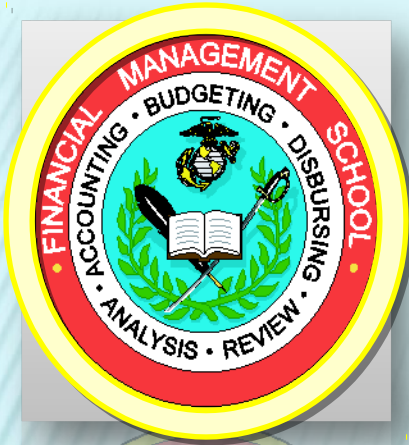
506/000/CRED/LSL-23.5 DAS REG/00.0 DAS

SAVED/200*1016

PRACTICAL



APPLICATION



LES RECONSTRUCTION

LES RECONSTRUCTION

General Info.....

..... A reconstruction sheet is nothing more than a Temporary LES.

Required substantiation;

- ✓ NAVMC 11116 signed by CO
- ✓ Supporting documents and/or information pertaining to re-accession

LES RECONSTRUCTION

Step by Step

Step 1:

Compute a norm utilizing the information given on the quad. Norm is computed on a 30-day basis.

Step 2:

Compute the first month of actual join. Compute all entitlements as the should be paid. Prorate if applicable. Ex: join 200*0615. member would be paid 6-15-6/30.

LES RECONSTRUCTION

Step by Step

Step 3:

Compute second month (if applicable) of actual pay and entitlements. This will be for a full month (apply correct number of days for BAS DMR).

Step 4:

Compute grand total from the month of join and the actual month (add both columns to get the grand total)

LES RECONSTRUCTION

	ENTITLEMENTS					
MONTH	MAR	APR	MAR+APR			NORM
BROUGHT FWD	0.00	0.00	0.00			0.00
BASE PAY	513.31	2199.90	2713.21			2199.90
BAH	198.10	8.10	206.20			8.10
BAS	75.57	323.87	399.44			323.87
MISC CRED		6.94	6.94			
			0.00			
TOTAL	786.98	2538.81	3325.79	0.00	0.00	2531.87
DEDUCTIONS						
BROUGHT FWD						
25% fitw						
FITW	0.00	190.51	190.51			190.51
SS	31.83	136.39	168.22			136.39
MEDICARE	7.44	31.90	39.34			31.90
SITW	0.00	66.23	66.23			66.23
SGLI	26.00	26.00	52.00			26.00
TSGLI	1.00	1.00	2.00			1.00
DENTAL						
RET HOME	0.50	0.50	1.00			0.50
OTHER		268.25	268.25			277.50
LIQ or ADV PAY						
PVT HSG						
ALLOTMENTS						
TOTAL OF DED	66.77	720.78	787.55	0.00	0.00	730.03
PAYMENTS 15TH						
PAYMENTS 1ST						
PAYMENTS						
CARRIED FWD	0.00	0.00	2538.24	0.00	0.00	1801.84
			900.92		15TH	\$900.92
			1637.320		1ST	900.92

LES RECONSTRUCTION

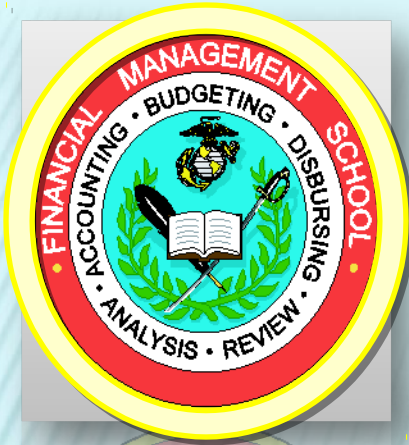
Daily Special Payroll

PROGRAM NUMBER	1. D.O SYMBOL	2. MCFC USE ONLY	3. DATE TO WHICH COMPUTED		4. DATE OF PAYMENT	5. PAYROL L NUMBE R	
7. IDENTIFICATION NUMBER		8. LAST NAME AND INITIALS	9. AMOUNT DUE		10. AMOUNT PAID		11. CHECK NUMBER OR SIGNATURE
		DAILY SPECIAL					
223112416		Hallock,JC	(2)		\$ 1617.	19	

PRACTICAL



APPLICATION



SEPARATION PAYMENTS

SEPARATIONS

General Info.....

- Upon expiration of member's ECC date, all pay and allowances will stop!
- Member will be notified 5 months prior to the expiration of the ECC that all pay will terminate.
- Separation/Travel Pay Certificate NAVMC 11060 will be submitted for final pay processing.

SEPARATIONS

SEPARATION/TRAVEL PAY CERTIFICATE

NAVMC 11060 (REV. 7-90) (Previous editions will not be used)

PART I - COMMANDING OFFICER

UNIT				DATE	
NAME (Last, First, Middle Initial)				SSN	
AUTH. FOR SEP AND PROGRAM DESIGNATOR CODE			EFFECTIVE DATE OF SEPARATION FROM ACDU		
REASON TYPE OF DISCHARGE	DISCHARGE HON	RETIREMENT GEN	RESIGNATION OTHER THAN HON	TRANSFER TO FMCR BCD	TRANSFER TO TDRL/PORL DD
HOME OF RECORD		PLACE FROM ORDERED TO ACDU			

PAY INFORMATION

RECOUP ENL BONUS:	YES	NO	RECOUP REENL BONUS:	YES	NO
PAY DISCH GRATUITY. MARINE HAS _____			PERSONAL FUNDS _____		
PAY SEPARATION PAY. ACTIVE SERVICE _____ YEARS _____ MONTH.			(CMC MESSAGE ATTACHED)		
PREVIOUSLY PAID _____ READJUSTMENT PAY.					
PAY DISABILITY SEVERANCE PAY. ACTIVE SERVICE _____ YEARS _____ MONTH			(CMC MESSAGE ATTACHED)		
LEAVE AWAITING SEPARATION FROM (TIME AND DATE) _____			TO (TIME AND DATE) _____		
RECOUP NRS LOAN _____		YES	NO		
OTHER _____					

SEPARATIONS

DO NOT COMPLETE APPROPRIATION LINE FOR MARINES WHO RETIRE, TRANSFER TO THE FMCR, PDRL OR TDRL.

ACCOUNTING/APPROPRIATION DATA - ACCOUNTING CLASSIFICATION FOR SEPARATION WITHOUT ORDERS

APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT NO	SUB ALLOT	AUTH'N ACCT'G	TRANS TYPE	PROPERTY ACCT'G ACTY	COST CODE

DATA CONTAINED ON VIS SCREEN JRD, MMFA IS CORRECT AND MAY BE USED TO SUBSTANTIATE DEPENDENCY FOR TRAVEL CLAIM.

SIGNATURE OF COMMANDING/CERTIFYING OFFICER

DATE

PART II - MARINE

APPELLATE LEAVE ELECTION *(if applicable)*

- A. I DO DO NOT elect payment _____ days RLB and _____ days SLB in connection with involuntary appellate leave.
- B. In connection with voluntary appellate leave, I understand that I will remain in a pay status until my current leave balance of days is _____ used, and will enter an excess leave status thereafter.
- C. I understand that my leave balance is _____ days excess leave and that I will be charged pay and allowance for each day of excess leave.

TRAVEL ELECTION

I DO NOT ELECT to be paid an advance separation allowances.

I ELECT to be issued Government Transportation Request(s) for travel for myself and my dependents from _____ to _____
(City, State) (Duty Station)

I ELECT to be paid advance separation travel allowances for myself and my dependents from _____ to _____
(Complete mailing address) by _____ (Mode of travel) (Duty Station)

SEPARATIONS

Permanent Mailing Address _____

The amount advanced is a partial advance and the remaining amount due will not be paid unless and until a travel claim is submitted for travel actually performed to:

(Complete address of the disbursing office paying the advance)

I UNDERSTAND that in the event I or my dependents do not perform the travel as indicated above, or travel is performed for a lesser distance, an adjustment of the final amount due will be required. In the event I fail to file a travel claim upon completion of travel, the entire amount of the advance becomes due and payable to the United States Government.

I UNDERSTAND that adjustments to my Master Military Pay Account (MMPA) may be processed after my separation and that any additional pay or indebtedness notification caused by adjustments will be provided to me. Allowance and pay checks or Direct Deposit payments received after separating must be returned to the Defense Finance & Accounting Service (DFAS), Kansas City, MO 64197-0001. I should contact the DFAS (SEP) if I have any questions.

SIGNATURE OF MARINE

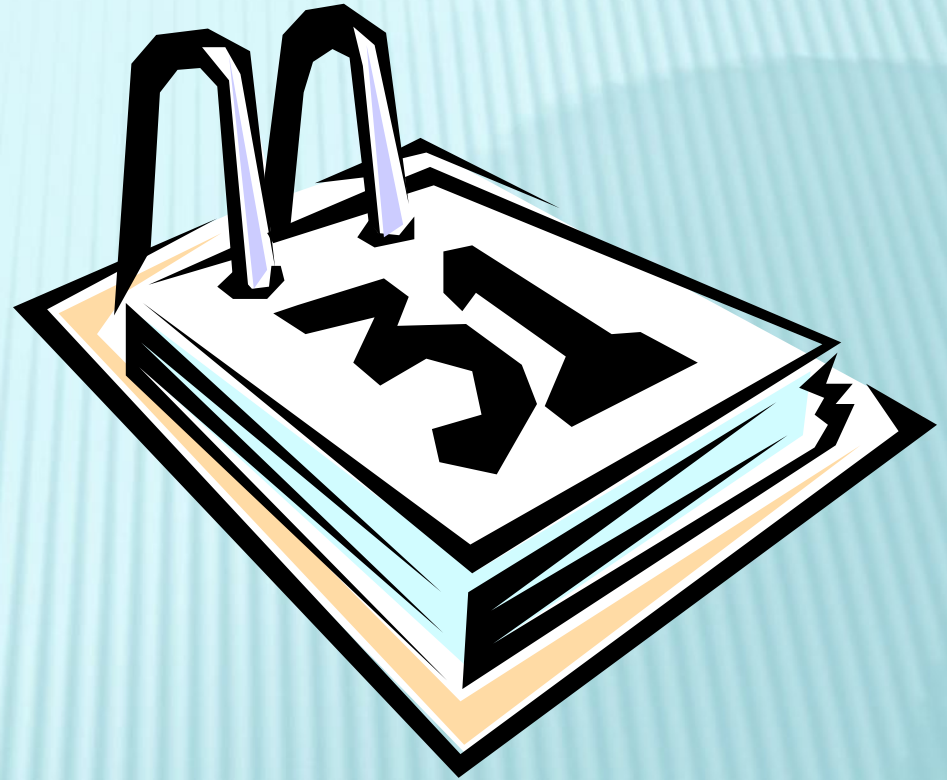
DATE

Adobe Designer 8.0

SEPARATIONS

General Info.....

Allotments will stop the last day of the month prior to the ECC month, except for bond allotments and retirees.



SEPARATIONS

If a Marine.....

.....is retained for:

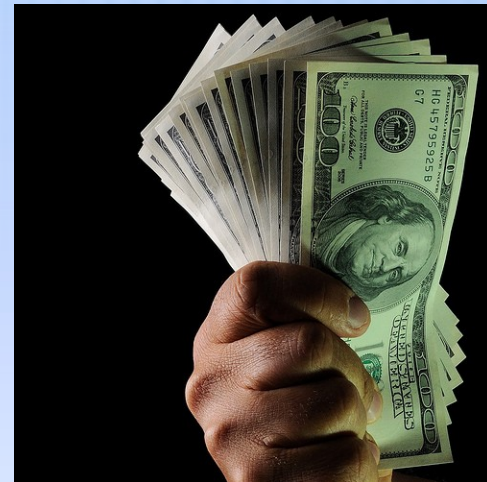
- ✓ Convenience Of the Government (COFG Leg)
- ✓ Convenience Of the Government for Medical (COFG MED)

.....a unit diary entry must be ran in order to extend the mbrs ECC/EAS prior to expiration of ECC/EAS

SEPARATIONS

If such an entry.....

.....is reported, the Marine will be entitled to full pay and allowances.



**NO SEPARATION PAYMENT WILL
BE MADE !**

SEPARATIONS

DO/FO Responsibilities

Upon receipt of NAVMC 11060 DO/FO responsibilities are as follows:

- ✓ Report the final Payment Option Election (POE) code (00004) to establish the permanent mailing address in the MMPA refer to APSM para. 50102
- ✓ Stop allotments (if discharge is prior to ECC)

SEPARATIONS

Example

<u>TTC/SEC</u>	<u>ACTION</u>	<u>DESCRIPTION</u>
698/009	PMA	415 Florida St. San Diego, Ca.

92123



SEPARATIONS

DO/FO Responsibilities

- Report checkage for excess leave (if applicable)
- Collect any indebtedness owed to the government
- Prepare NAVMC 11021 Discharge account summary worksheet (DAS)

SEPARATIONS

Account Summary

DISCHARGE ACCOUNT SUMMARY (7220)

MEVNC 11021 (REV.10-87) (PREVIOUS EDITIONS ARE OBSOLETE AND WILL NOT BE USED)
 SN: 0000-00-000-0904 U/I: ENDS OF 100 COMPLETE ALL IDENTIFYING DATA

NAME (LAST, FIRST, MIDDLE INITIAL) DRIER, AS		SSN: *****	GRADE AND EFFECTIVE DATE LCPL/E3	
DATE OF DISCHARGE/RELACOU 200*0308		TYPE OF SEPARATION <input checked="" type="checkbox"/> HON <input type="checkbox"/> OTHER THAN HONORABLE		SUMMARY OF PAY ACCOUNT FOR PERIOD FROM 3/1 TO 3/8
LEAVE BALANCE (AS OF: 20100228) ACCRUAL THIS PERIOD (3/1 THROUGH 3/8) LEAVE USED BUT NOT POSTED TO MMFA LEAVE BALANCE ON SEPARATION TOTAL CAREER LSL PREVIOUSLY PAID TOTAL LSL DUE 55.0 RLB 00.0 SLB		54.0 1.0 0.0 <u>55.0</u> 0.0 <u>55.0</u>	ITEMIZE AMOUNTS BY MONTH WHEN PERIOD COVERS MORE THAN ONE MONTH, E.G., 6/1-7/14	
	MONTH	MONTH	TOTALS	
LES BALANCE DUE (AS OF: 20100228)		0.00	0.00	
BASIC PAY (FEED: 20050919) 1923/30*8		512.80	512.80	
BASIC ALLOWANCE FOR HOUSING 7.8/30*8		2.08	2.08	
BASIC ALLOWANCE FOR SUBSISTENCE 323.87/30*8		86.37	86.37	
CLOTHING ALLOWANCE - BRA SRA x MONTHS DUE 12		608.40	608.40	
DISCOUNT MEAL RATE 9.25*75%		6.94	6.94	
FAMILY SEPARATION ALLOWANCE				
PROFICIENCY PAY (P-)				
AVIATION PAY				
FOREIGN DUTY PAY/CAREER SEA PAY (STOP DATE)				
COST OF LIVING ALLOW (STOP DATE) (DAILY RATE \$)				
OHA (STOP DATE:) (DAILY/MONTHLY RATE \$)				
LUMP-SUM LEAVE 55.0 DAYS 1923/30*55.0		3525.50	3525.50	
MISCELLANEOUS CREDITS: (SPECIFY)				

TOTAL CREDITS \$ **4742.09**

SEPARATIONS

Account Summary

				TOTAL CREDITS \$		4742.09	
LES BALANCE OVERPAID (AS OF:)							
ALLOTMENT LP: ALLOTMENT LP:							
FEDERAL INCOME TAX PERCENTAGE TABLE					0.00		0.00
FEDERAL INCOME TAX 25% (FLAT RATE PERCENTAGE)					881.38		881.38
STATE INCOME TAX PERCENTAGE TABLE					0.00		0.00
STATE INCOME TAX (FLAT RATE PERCENTAGE)					0.00		0.00
SOCIAL SECURITY					31.80		31.80
MEDICARE					7.43		7.43
SERVICEMENS GROUP LIFE INSURANCE:					27.00		27.00
DENTAL INSURANCE							
USN/MC RETIREMENT HOME					.50		.50
PMT: PR # AMT PR# AMT							
DISCOUNT MEAL RATE					74.00		74.00
QUARTERS CHECKAGE (DATE TERMINATED:)							
NJP/ COURT MARTIAL SENTENCES							
LIQUIDATION OF INDEBTEDNESS							
BALANCE OF ADVANCE PAY							
BALANCE OF ADVANCE HOUSING ALLOWANCE (SECURITY DEPOSIT)							
DELAYED OR NONCONSENT CHECKAGES (SPECIFY)							
EXCESS LEAVE PERIOD(S): FROM TO DAYS							
BP\$ ALLOW \$ FROM							
TO DAYS DAYS BP \$ ALLOW \$							
MISCELLANEOUS DEBITS: (SPECIFY)							
				TOTAL DEBITS \$		1022.11	
DATE PREPARED	PREPARED BY (PRINT NAME)	AUDITED BY (PRINT NAME)	AMOUNT OVERPAID	AMOUNT DUE WAS DUE			
				3719.98			

SEPARATIONS

DO/FO Responsibilities

- Pay all moneys and/or make any adjustments due up to date of discharge
 - ✓ Lump sum leave (LSL)
 - ✓ Reenlistment bonuses
 - ✓ Recoupment
 - ✓ Excess leave
 - ✓ Forfeitures of pay



SEPARATIONS

DO/FO Responsibilities

- ✓ DO NOT deduct Family Member Dental Plan for member separated before the 20th of the month.
- ✓ Deduct the 15th payment if member is discharged after the 15th of the month



SEPARATIONS

Special Payment....

.....on MPML

037560222 ANAPOL,J I \$2148.41

25.0/00.0/200*0621

I = LSL/SEPARATIONS PMT

PRACTICAL



APPLICATION

